

Reports - 2 5/7/53 File

RECORDS CENTER MONTHLY STATISTICAL SUMMARY			MONTH
April 1959			
I. ACCESSIONING, DISPOSITION, HOLDINGS			
ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	38	902	
2. RECORDS ACCESSIONED	980	8,349	43,849
3. RECORDS DISPOSED OF AT CENTER	212	2,126	5,074
4. RECORDS TRANSFERRED FROM CENTER	18	830	8,638
5. RECORDS HOLDINGS	30,137		
6. DISTRIBUTION MATERIAL RECEIVED	408	3,120	24,932
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	110	847	6,642
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	68	559	4,280
9. DISTRIBUTION MATERIAL HOLDINGS	*14,142		
10. TOTAL HOLDINGS	44,279		
II. REFERENCE SERVICES			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	2,046	14,552	68,574
12. INFORMATIONAL REQUESTS	43	2,274	7,470
13. INFORMATION REPORTS	103	1,406	
14. INTELLIGENCE REPORTS	9,705	50,767	
15. ADMINISTRATIVE ISSUANCES	659	8,233	
16. TOTAL	12,556	77,232	
III. DISTRIBUTION MATERIALS RECEIVED			
MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	133,009	426,976	
B. RETURNS	4,009	34,050	
18. ADMINISTRATIVE ISSUANCES	1,483	10,648	
19. TOTAL	138,501	471,674	
IV. REPRODUCTION SERVICES			
PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	527	5,550	
21. PHOTOCOPY	30	770	
22. DITTO	15	409	
23. TOTAL	572	6,729	
V. SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
24. TOTAL CAPACITY	72,060		
25. UTILIZED	44,279		
26. COMMITTED	6,893		
27. AVAILABLE	20,888		